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**Operations**

**375 AW READINESS MANAGEMENT  
STRUCTURE (WRMS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes and outlines basic structure, functions, procedures, relationships, and authority for a 375 AW Readiness Structure. It applies to all 375 AW organizations.

**1. Concepts and Purpose.** The 375 AW Wing Readiness Structure provides the Commander (375 AW/CC), Vice Commander (375 AW/CV), group commanders, and wing staff agencies with the capability to review readiness issues from a wing-wide point of view. The scope of the program touches the entire mission of the wing: C-9/C-21 operations and tactics; force protection; ability to survive and operate issues, such as nuclear, biological, and chemical defense; unit readiness training, deployed and home station, equipment of personnel and units to meet their assigned mission essential tasks, and anticipated wing participation in EORIs/IGXs/locally directed exercises. This directive:

- 1.1. Defines the basic structure and authority of the wing readiness management system.
- 1.2. Outlines the relationship between the Wing Readiness Council and Working Group.
- 1.3. Recognizes each group, squadron, and wing staff agencies' readiness programs as integral components of the WRMS.

**2. Organization.** The 375 AW WRMS consists of the 375 AW Readiness Council (RC) and 375 AW Readiness Working Group (RWG). **Attachment 1** is an organizational chart denoting the relationships that bring the wing together toward a consolidated readiness decision-making forum.

- 2.1. The 375 AW RC provides strategic direction and oversight to the readiness programs. The council is chaired by the 375 AW/CC and composed of the 932 AW/CC, 375 AW/CV, group commanders, and selected key wing staff agencies that are listed in **paragraph 3.2.**, this instruction.
- 2.2. The 375 AW RWG serves as a forum to introduce, discuss, validate, and prioritize 375 AW readiness initiatives, programs, and requirements. The 375 AW/XP will chair the RWG. Members will be

composed of staff officers and/or senior NCOs from each group, key wing staff agencies, and a designated 932 AW representative selected by commanders for their readiness expertise (listed in **paragraph 4.2.** below). Each group and selected key wing staff agency will appoint staff officers between the grades of O-2 through O-5 or senior NCOs between the grades of E-7 through E-9 to ensure cross-functional involvement in the decision-making process. Appropriate alternates will also be appointed. Additionally, advisors from various wing or MAJCOM organizations may be invited by the 375 AW RC or RWG to participate in wing readiness discussions.

### 3. Wing Readiness Council:

3.1. Function. The 375 AW RC is the Wing Commander's executive advisory committee responsible for wing readiness. As a decision-making body, the council applies collective judgment and experience to wing issues of a broad, complex nature. In addition, the RC uses command definitive guidance found in the Joint/Air Force Mission Essential Task List (J/AFMETL), Air Mobility Master Plan (AMMP), AMC Strategic Plan, and the Wing Missions Essential Task List (Wing METL) as a basis, to formulate decisions and recommendations. The RC complements, but does not supersede unit responsibilities to develop and execute appropriate actions within their functional areas. The RC reviews 375 AW RWG findings and recommendations for approval and transfers them to the functional staff for implementation. The RWG chairperson is responsible for the agenda, minutes, and assists the 375 AW/CC in conducting meetings.

#### 3.2. Membership:

3.2.1. 375 AW/CC, Chairperson.

3.2.2. Members of the 375 AW RC are:

Commander (932 AW/CC).

Vice Commander (375 AW/CV).

Operations Group Commander (375 OG/CC).

Support Group Commander (375 SPTG/CC).

Medical Group Commander (375 MDG/CC).

Logistics Group Commander (375 LG/CC).

Communications Group Commander (375 CG/CC).

Inspector General (375 AW/IG).

Director of Staff (375 AW/DS).

3.2.2.1. Chief, Plans, Programs and Readiness (375 AW/XP) Non-voting member.

3.3. Chairperson's Responsibilities. The chairperson presides over meetings and has final decision-making authority for issues brought to the RC for resolution. The chairperson will:

3.3.1. Approve the agenda for each meeting.

3.3.2. Convene and guide the operation of the RC.

3.3.3. Issue guidance and procedures to the 375 AW RWG.

3.4. Administrative Responsibilities. The 375 AW/XP will:

3.4.1. Organize, schedule, and coordinate all aspects of the RC meetings.

3.4.2. Record and distribute minutes of the RC meeting.

3.5. Meetings. The chairperson may call a meeting at the request of a RC member, chairman of the RWG or key wing staff agencies.

#### **4. Readiness Working Group:**

4.1. Function. The RWG staffs, reviews, validates, and prioritizes recommendations from each functional staff organization for presentation to the RC. At the direction of the RC, the RWG reviews wing-wide programs for the ability to achieve wing readiness objectives. The RWG provides a forum to integrate air base operability (ABO) planning, operations, and training initiatives for the command by addressing: policy/procedural guidance; training/exercise/evaluation criteria; equipment/funding issues; and anticipated wing participation in EORIs/IGXs. Additionally, the RWG will address areas recommended by functional members, but should coordinate any readiness issues with 375 AW/XP, prior to submitting proposed issues or solutions to the 375 AW RC for final approval.

4.2. Membership. The RWG consists of the Chief Plans, Programs and Readiness, who will chair the working group and appropriately designated members and alternates from each group and selected key wing staff agencies. The RWG representatives are an integral part of the wing readiness process, whose charter is to work programs from a wing-wide perspective, rather than from a particular functional view. In addition to the members listed below, readiness representatives may be invited from other wing organizations and MAJCOM to discuss issues affecting their respective functional areas.

4.2.1. Chief Plans, Programs and Readiness (375 AW/XP), Chairperson.

4.2.2. Designated members and alternates are normally staff officers or senior NCOs from each group and selected key wing staff agencies (staff officers: O-2 through O-5; senior NCOs E-7 through E-9).

Four members, 375th Operations Group (375 OG/C-9, C-21, AO, and AES).

4.2.2.1. Three members, 375th Support Group (375 SPTG, SFS, CE, SVC).

One member

375th Medical Group (375 MDG).

Two members

375th Logistics Group (375 LG).

Two members

375th Communications Group (375 CG).

One member

932 AW representative.

4.3. Readiness Working Group Chairperson Responsibilities. The chairperson presides over RWG meetings and makes recommendations to the RC for final resolution and recommendation regarding issues brought to the RC. The chairperson will:

4.3.1. Convene and guide the operation of the RWG.

4.3.2. Approve the agenda for each meeting; preside over meetings and make recommendations to the RC, retaining final decision authority for issues brought for resolution, and for all recommendations forwarded to the RC.

4.3.3. Task staff organizations/RWG for after-action reports and briefings.

4.3.4. Ensure RWG receives information on recommendations of the RC.

4.4. Administrative Responsibilities. The RWG will:

4.4.1. Organize, schedule, and coordinate all wing readiness issues.

4.4.2. Record and distribute minutes of the RWG meeting to their functional areas.

4.4.3. Publish instructions and procedures, as applicable, for use by the wing staff, RC, RWG, and Scott AFB.

4.5. Meetings. The RWG will meet, as required, but a minimum quarterly and 2 weeks prior to the RC meetings. The RWG will also meet at the request of any of its cross-functional members, RWG chair or RC.

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Commander

## Attachment 1

## 375 AW READINESS STRUCTURE

